**TECHNOLOGY PUSH-IN GUIDELINES**

**FOR MIDDLE LEVEL TEAMING HANDBOOK**

* Core Teachers need to plan, in advance, the curriculum based assessment that will integrate a technology component. (SOURCE: Pre-Planning Protocol Form)
* Teachers must schedule a block of time for the technology integration push-in on the CITE master schedule. NOTE: Please make sure to allow for more than enough time for project completion.
* Scheduled technology push-in dates must be adhered to once they are established on the CITE master schedule. We will not be able to make exceptions once the schedule has been published.
* Technology Push-in projects must cover content that is present in the middle school technology curriculum. This includes but is not limited to: keyboarding, word processing, digital media, spreadsheets, database management, multi-media, and desktop publishing.
* Core teachers, co-teachers, teacher assistants, etc. must remain in the room to field subject-specific questions, and to supervise appropriate classroom management and computer lab rules and procedures. (SOURCE: Computer Lab Procedures and Rules in a Flash Forms)
* Computer lab seating charts must be completed with student names and any of the following special accommodations:
  + IEP’s, 504’s, ELL’s etc.
  + Serious medical issues
  + Behavioral problems
  + Restricted hall or computer access
* Core teachers need to be responsible for the differentiation of the subject matter for their students.
* A technology integration grade will be incorporated in the core teacher’s E School Plus™ grade book in addition to the core subject project grade.
* Core teachers must ensure that all students have completed the research required and have everything they need to begin the technology push-in phase of the project.
* Core teachers must provide for make-up time and remediation during the Core Team Flex Time.